



DEVELOPMENT & HIGH PERFORMANCE TEAM PROGRAMS DUES, PAYMENT & FINANCIAL POLICIES

Monthly Fees for Classes

Woodside Vaulters is a non-profit sports team. By joining Woodside Vaulters, you are becoming a member of the non-profit. Our membership is year-round, from September 1st through August 31st. Dues are payable each month in full regardless of the number of classes held or attended in that month. Though most classes will include time on a horse, some classes may be "barrel" classes in which skills and exercises are practiced on the ground and barrel only.

These fees do not include competition costs, clothing, uniforms or other gear required.

Monthly dues are based on the year-round costs of operating the club. Dues are to be received by the 1st of the month and are considered delinquent after the 10th, at which time a late fee will be assessed. All delinquent accounts are subject to the club's Late Payment Policy. Bills are issued once per month via email as a courtesy reminder.

Monthly dues are based on the Team or Individual Program determined by the coach and will be billed as a single amount under Program Dues – Team or Program Dues - Individual. The program determined by the coach may include horse classes, barrel classes and conditioning classes. The description of the program will be communicated by the coach prior to the beginning of each season and may vary for each vaulting team and/or individual vaulter based on the team or individual competition level. The following are the Program Dues for the Teams for the 2018-2019 season.

Team Program Dues for 2018-2019 Season (does not include Individual classes):

Competitive Trot (1 day per week of vaulting plus 1 hour per week of fitness class) - \$313

Competitive Trot (2 days per week of vaulting) - \$403

Competitive Trot/Development Canter (2 days per week of vaulting) - \$478

Competitive Trot/Development Canter (3 days per week of vaulting) - \$628

C Team (5 hours per week – vaulting and conditioning) - \$679

Junior Team (8 hours per week – vaulting and conditioning) - \$945

In addition to monthly fees, there is a one-time \$60 Woodside Vaulters Membership Fee upon joining the club.

There are no adjustments for holidays, designated periods of open vaulting, or the scheduled summer club break.

As noted above, our membership is year-round, and our year runs from September 1st through August 31st. Dues are payable each month in full regardless of the number of classes held or attended in that month.

Regular Season Vaulting

For the 2018-2019 season, vaulters were assigned Teams in August. With payment of a vaulters September dues, vaulters are committing to the competitive team program and these financial policies. **For those competing in the fall of 2018 and spring and summer of 2019, dues must be paid through the end of August 2019.**

Notes on Billings During the Regular Season

Billing during the regular season is based on number of days per week vaulting as announced at the beginning of the season. With head coach consent, a vaulter may drop an individual class, and an adjustment to the number of days per week billed will be made starting with the beginning of the next month. With head coach consent, a vaulter may add an individual practice, and an adjustment to the number of days per week billed will be made. If the new class is added mid-month, dues for that month will be pro-rated to reflect the change.

Payment of Fees

Fees are due throughout our 12-month season from September through August, regardless of a given month's practice, competition or vacation schedule. Fees are due by the 1st of the month for that month. If fees are not received by the 10th, we assess a late fee pursuant to the Late Payment Policy. All delinquent accounts are subject to the club's Late Payment Policy. Invoices are sent out once per month via email as a courtesy reminder.

- **Payment by Check**

Payments may be made by check payable to "Woodside Vaulters" and sent to our mailing address:

Woodside Vaulters
P.O. Box 620862
Woodside, CA 94062

Do not give payment to any staff. Please note that we do not have mail service at The Horse Park. There is a locked box in the storage room at the barn at The Horse Park (across from the tack room) where payment can be made through the mail slot on the top of the box.

- **Online Payment by Bank Transfer**

Payment can also be made by bank transfer using the feature found in your courtesy invoice email. If you cannot find your courtesy email, please contact dues@woodsidevaulters.org to have the email and corresponding courtesy invoice re-sent.

Please send an email to dues@woodsidevaulters.org if you have any questions.

Late Payment Policy

Payments are due at the first of the month. All payments must be submitted to the Accounts Receivable Representative designated by Woodside Vaulters. The current Accounts Receivables Representative is Tasha Sampsell. You may mail a check to the Woodside Vaulters, P.O. Box 620862, Woodside, CA 94062, leave a check in the locked box in the storage room at the barn at The Horse Park, or pay online using the link provided in your courtesy invoice email. Do not give payments to coaches or other staff. Woodside Vaulters collects monthly dues all year round to cover annual expenses. Dues are collected for all months, including those months when the club is closed and no vaulting occurs. Unless a specific agreement with the Accounts Receivable Representative has been made, all dues are to be paid by check, online, or by money order.

If Woodside Vaulters does not receive payment for a member's dues by the 10th of the month for which the dues are charged, a late fee of \$25 is added to the member's balance. If Woodside Vaulters does not receive full payment for dues before the first day of the following month, Woodside Vaulters will send a written warning by email or by mail stating that if payment is not received by the 10th of the month following the month for which dues are past due, an additional \$15 late fee will be added, and the vaulter will not be allowed to participate in any classes. This absence will be considered an unapproved absence and vaulting dues will continue to accrue at the full rate. The coach of the vaulter and the Finance Committee of the Board of Woodside Vaulters will be notified at this time.

If assistance is needed in making payment, a family can apply to the Board for financial relief. Information on making an appeal to the Board is detailed below. If you appeal for assistance, the vaulter will be allowed to participate in class as long as the family continues to work in good faith with the Board to reach an agreement regarding payment of the balance due. If satisfactory agreement cannot be reached between the family and the Board regarding the payment of the account, then the vaulter will not be allowed to participate in class until the account is paid in full. This absence will be considered an unapproved absence, and vaulting dues will continue to accrue at the full rate.

The Board reserves the right to modify this Late Payment Policy for any member who fails to make payments in a timely manner.

Please contact Tasha Sampsell at dues@woodsidevaulters.org if you have any questions regarding Late Payment Policy.

Appeal for Financial Assistance

If a family needs assistance paying the vaulting bill, the family can apply to the Board for relief. Depending on the situation, the family could apply for any of these types of relief:

- Leave of absence at 50% dues
- Reducing participation in practice schedule to fewer days per week if more than one day at time of appeal
- A payment plan to spread out past due payments
- Financial Assistance to cover some portion of fees for one or more months

To apply for financial assistance, please contact Tasha Sampsell at dues@woodsidevaulters.org.

Membership Hold

Not applicable

Membership holds apply only to vaulters enrolled in Introductory Program classes. The Development and High Performance Team Program classes are year-round classes.

Reduction of Dues

As noted above, Woodside Vaulters is a non-profit sports team. By joining Woodside Vaulters, you are becoming a member of the non-profit. Our membership is year round. Dues are payable each month in full regardless of the number of classes held or attended in that month. However, Woodside Vaulters does offer a reduction in dues or discount for vaulters who are injured or who are travelling to compete in vaulting or promote the sport of vaulting (e.g., teaching clinics or guest coaching).

- ***Injury Criteria and Reduction***

In accordance with the attendance policy, injured vaulters are expected to attend class and observe. Some injuries allow for partial participation in class. Injury rates will be considered under the following conditions:

Able to observe only or not attend at all for four weeks or more

50% reduction in rates for those weeks (doctor's note required)

Able to partially participate in class but unable to vault on the horse for four weeks or more

50% reduction in rates for those weeks (doctor's note required)

Able to only partially participate in, observe only or not attend at all for four weeks or less

No reduction

Because the recovery from injuries may progress differently than originally projected and vaulters may be cleared by a doctor to return earlier than anticipated, all reductions for injuries will be applied as credits retroactively in each month's billing after the minimum of four weeks has been reached.

- ***Leave of Absence***

Competitive Vaulting is a 12-month program. Woodside Vaulters does not normally grant Leaves of Absence. If you have special circumstances, please contact the Club President to request a reduction in dues for a Leave of Absence.

Send an email to dues@woodsidevaulters.org if you have any questions.